Saskatchewan Archives Board

ANNUAL REPORT

April 1, 2001 - March 31, 2002

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Letters of Transmittal

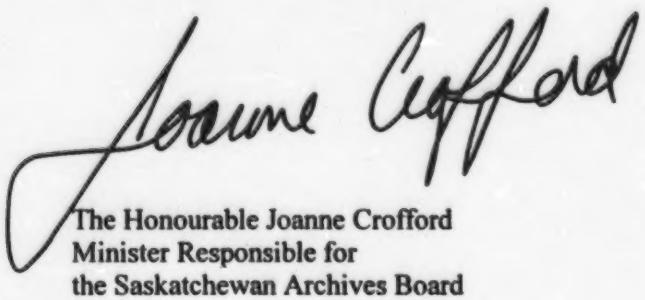
The Honourable Lynda Haverstock
Lieutenant Governor of Saskatchewan .

Your Honour:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period April1, 2001 to March 31, 2002.

Respectfully submitted

The Honourable Joannne Crofford
Minister Responsible for
the Saskatchewan Archives Board

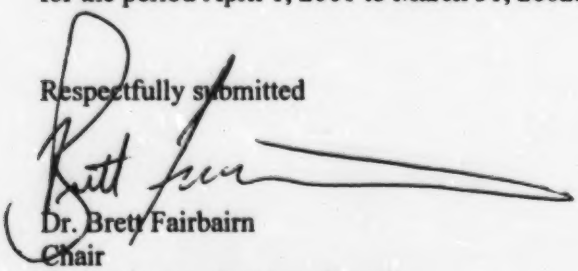


The Honourable Joanne Crofford
Minister Responsible for
the Saskatchewan Archives Board

Madam:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period April 1, 2001 to March 31, 2002.

Respectfully submitted



Dr. Brett Fairbairn
Chair
Saskatchewan Archives Board

2001/2002 Highlights

Highlights of the 2001/2002 fiscal year included:

- The addition of $1,000,000 in increased funding for the Saskatchewan Archives over the next six years;
- The establishment of the Backlog Project and recruitment of 21 professional and support staff to process the extensive backlog of unprocessed records;
- The introduction and development of institution-wide descriptive standards;
- The development of an acquisition policy for the Saskatchewan Archives and appraisal criteria for records from private sources;
- The evolution of the City of Regina Archives from a Saskatchewan Archives program to an independent City of Regina operation;
- The launching of the Saskatchewan Archives' website.

Archival Development in Saskatchewan

The Saskatchewan Archives was established under legislation in 1945 as a joint university-government agency. While *The Archives Act* was passed in that year, steps to care for public and private archives had begun much earlier. From as early as 1909, the Legislative Library had been collecting and preserving historical documents. In 1938 the University of Saskatchewan and the Government of Saskatchewan officially joined forces to transfer government records to the newly-created Historical Public Records Office located on the university campus. Despite these efforts, there was no systematic or comprehensive approach to records keeping as the government of the day largely determined what records should be preserved and what should be destroyed. Invariably, documents and records were destroyed or lost.

To correct this situation, the newly elected Douglas government set out a public records policy under *The Archives Act*. It expanded archives activity beyond its primary responsibility for the official records of the Government of Saskatchewan to include acquisitions of documentary material from local government and those private sources having a bearing on the history of Saskatchewan. Saskatchewan's archival legislation was largely based upon the following principles:

- That it was important to document the lives of ordinary Saskatchewan people as well as those of the political, social and economic elite;
- That all points of view regardless of affiliation or persuasion must be respected and documented;
- That politics must be removed from the appraisal, selection and access process; and
- That only through the regular scheduling, acquisition, preservation and access of the official records could the Government of Saskatchewan and its civil service demonstrate how they had fulfilled the public trust.

Over the past 50 years, this wide-ranging mandate has allowed the Saskatchewan Archives to build up one of the most comprehensive provincial archival collections in all of Canada.

Role of the Saskatchewan Archives

The Saskatchewan Archives plays an important role in preserving the cultural resources of the province. It acquires and preserves records essential not just for self-knowledge, but also for the protection of our rights, individually and collectively. For reasons of economy and efficiency, the Saskatchewan Archives provides government-wide information and records management for the Government of Saskatchewan. Through acquisition, preservation and provision of access to official records the Saskatchewan Archives enables the Government of Saskatchewan to fulfil its public trust. It also plays a leadership role within Saskatchewan's fledgling archival community.

Vision, Mission and the Constitutive Values of the Saskatchewan Archives

Vision:

The vision of the Saskatchewan Archives is to facilitate for all levels of government, and society in general, the identification, public access and preservation of the Provinces documentary heritage. This vision is rooted in a far-reaching community approach that advances shared responsibility, co-operation and equitable access. The Saskatchewan Archives recognizes that individual and collective rights, as well as cultural identity are supported through an informed dialogue with the past.

We envision a future in which:

- The documentary records of the province are efficiently managed and made available to all interested individuals and organizations;
- Records that document government, institutions, organizations, societies and individuals are preserved;
- The collective identity of Saskatchewan people, as documented through public and associational life, artistic and cultural activities, is preserved, as well as the diversity of the contributions of the First Nations and the many different ethnocultural groups who have chosen Saskatchewan as their home.

Mission:

The Saskatchewan Archives serves as a flagship of the archival network in Saskatchewan, diligently working with its partners to preserve the collective memory of the province.

The mandate of the Saskatchewan Archives is to select, acquire, preserve, arrange and describe, make accessible and to encourage the use of documentary records in all media, from official and private sources, bearing on all aspects of the history of Saskatchewan, and to facilitate the management of the records of government institutions.

Archives, as institutions, reflect times past, examine the present and look to the future. Therefore, the mission of the Saskatchewan Archives is to:

- Ensure that the essential public records of Saskatchewan are preserved;
- Ensure continuing access to essential evidence that documents the rights of Saskatchewan people, the actions of government officials and elected representatives, the Saskatchewan experience;
- Preserve the public and private records that reflect the diversity of Saskatchewan's past;
- Be the central agency responsible for government records management, providing government with an effective and accountable management system responsive to the necessity for timely identification and disposition of records;
- Facilitate research and reference services to individuals and organizations, maximizing availability to sources through archival finding aids, consultations and guidance;
- Provide a leadership role in advising the provincial archival community in records management and preservation;
- Work in tandem with provincial and national cultural and heritage communities in the exchange of knowledge through professional and ethical approaches to our task;
- Conserve records in the most appropriate format for the retention of and access to the information contained therein.

Constitutive Values:

The rights and responsibilities of a democratic society empower us to carry out our archival mission. In carrying it out we are guided by the following values:

- We value the responsibility we are given to serve the people and the Government of Saskatchewan and we dedicate our efforts to ensure that a knowledge of the provinces past is preserved;
- We value the effective management of government records, and the contribution we make to that system;
- We value the historical records entrusted to our care;
- We value our relationship with the university community and its use of the record to contribute toward a better understanding of society and its efforts;
- We value the contribution of individuals, local history and heritage organizations in their efforts to document the past;

- We value the benefits of decentralized archival facilities to ensure that people from all parts of the province have access to our collections and services;
- We value the dedicated staff and their contributions to the development and delivery of archival services;
- We value archives as a public good that must be accessible to all citizens.

Structure and Reporting Relationship

Unlike most other provincial archives across Canada which are part of a line department, Saskatchewan's provincial archives is situated at arms-length from government, allowing it to exercise independent initiative, judgement and service in carrying out its mandate of appraisal, acquisition, preservation, access and facilitating the management of records of government institutions.

The Archives Act provides for a management board to oversee the activities of the Saskatchewan Archives. The board is responsible for:

- Appointing, reviewing and working with the Provincial Archivist;
- Setting broad policy objectives and guidelines;
- Ratifying specific management decisions;
- Preserving the autonomy and integrity of the institution and its records; and representing the institution to the wider community.

As of April 1, 2001, the composition of the management board was as follows:

Dr. Brett Fairbairn, Professor of History and Director, Centre for the Study of Co-operatives (Chair);

Mr. Frank Winter, Director of Libraries, University of Saskatchewan (Vice Chair);

Ms. Gwen Charman, Director of Operations, Meewasin Valley Authority;

Mr. George Hoffman, Retired history and social studies teacher, and Sessional Lecturer, History Department, University of Regina;

Dr. William Howard, Professor of English, University of Regina;

Dr. Brij Mathur, Deputy Minister, Municipal Affairs and Housing;

Mr. Alan Moffat, Vice President, Saskatchewan Property Management Corporation;

Dr. Thomas Nesmith, Associate Dean, Faculty of Arts and Associate Professor of Archival Studies, University of Manitoba;

Ms. Gwenn Ronyk, Clerk of the Legislative Assembly.

Under the terms of the legislation, Mr. Frank Winter serves as representative of the University of Saskatchewan and Dr. William Howard as a representative of the University of Regina. The Provincial Archivist, Mr. Trevor Powell, is Secretary of the Board. During the period under review, Mr. Alan Moffat and Dr. Brij Mathur left the Board.

Being a corporate entity, the board reports directly to the Minister of Culture, Youth and Recreation. To conduct its operations, the Saskatchewan Archives relies on an annual grant voted under the Department of Culture, Youth and Recreation's Estimates. Space for the office and storage facilities is leased through the Saskatchewan Property Management Corporation. The University of Saskatchewan provides office and storage space without cost for the Saskatoon operation. It also provides accounting, payroll, and purchasing services at a nominal fee to the Archives. With the signing of a Collective Agreement, the handling of personnel matters for in-scope employees was transferred from the University Human Resource Department to the Human Resources Branch, Department of Finance.

Organization

Organizationally the Saskatchewan Archives is divided into the Government Records Branch and the Historical Records Branch, both headed by Directors. Both senior managers report directly to the Provincial Archivist in carrying out their duties and responsibilities. The Director, Government Records Branch, in addition to program responsibilities, handles the administrative function of financial management. During 2001/2002, he also assumed responsibility for overseeing the Backlog Project. The Director, Historical Records Branch, took over responsibility for the implementation of descriptive standards across the institution.

Under the terms of *The Archives Act*, the board may enter agreement with other parties for the provision of archival services. In 1996, the Saskatchewan Archives Board and the City of Regina renewed a contract to provide archival services to the City including a two-person staff and storage of archival materials. The contract terminated on December 31, 2001 and was not renewed by the City. The two staff members were employees of the Saskatchewan Archives and were re-assigned duties and responsibilities within the organization.

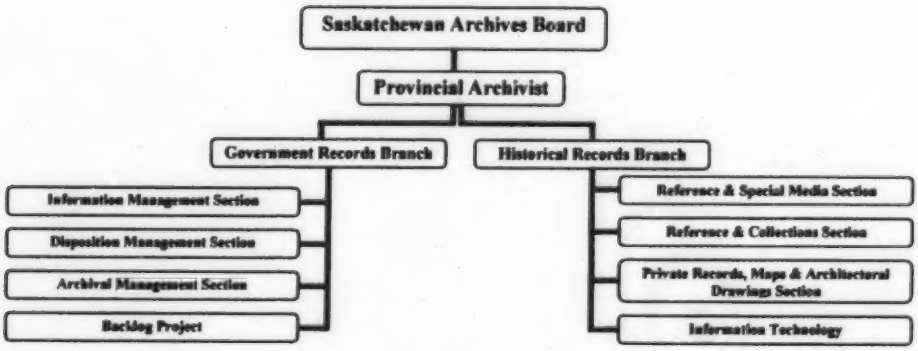
Developing an Independent City of Regina Archives

The Saskatchewan Archives entered into a fee for service contract with the City of Regina in 1985 to house its historical records and develop a City of Regina Archives program which could eventually serve as the basis for an independent city archives. This agreement commenced a successful 16 year relationship during which the Saskatchewan Archives provided staffing and administrative and professional support for the City of Regina Archives program, developed its archival collections and organizational infrastructure and made it into one of the best municipal archival programs in Canada.

Over this period the City Archives collections grew to include some 700 linear metres of textual records, over 25,000 photographs, some 3,000 sets of architectural drawings and a selection of other special media holdings. The City Archives developed an extensive archival conservation and preservation management program which made it a provincial leader in that important archival area. It also emphasized the development and use of electronic databases as a processing tool and as an important instrument in its provision of an excellent standard of corporate and public reference service and records retrieval.

At the conclusion of its third archival contract with the Saskatchewan Archives in 2001 the City of Regina determined to establish an independent city archives. It has hired an Archivist and is currently seeking space to re-locate and store its archival holdings. It is hoped that the City will be able to build upon the strong foundations provided by the Saskatchewan Archives program and establish its own successful City of Regina Archives.

Organization Chart



Renewal of the Saskatchewan Archives

During 2001/2002 there was continued movement on several fronts to implement the strategic plan. Undoubtedly the most notable development was the Government of Saskatchewan's decision to provide the Saskatchewan Archives with $1,000,000 in increased funding for the next six years. The additional funds were used primarily to hire staff to process an extensive backlog of unprocessed records which the independent consultant had identified as "the most urgent operational issue" facing the Saskatchewan Archives. Reducing an estimated 118-person years of unprocessed records, created largely as a result of chronic underfunding over two decades, required a significant influx of funds.

In implementing its strategic plan, however, the Saskatchewan Archives has relied on existing resources as much as possible to accomplish stated objectives. During the past year, the institution made major strides in implementing institution-wide descriptive standards, developed and launched its own website, and partially financed a feasibility study to examine potential sites in Regina for off-site storage of archival materials. All of these initiatives were undertaken using existing resources to staff or fund them.

The Provincial Archivist continued to work with Cabinet Planning officials in preparing recommendations for Cabinet. In keeping with the consultant's report and the strategic plan, such recommendations envision the Saskatchewan Archives playing a much greater role in managing government information.

Management of Government Information

The increasing volume and complexity of information created by the Government of Saskatchewan provides numerous challenges for those responsible for its management. In carrying out this central agency function, the Saskatchewan Archives works closely with departments, agencies, boards, commissions and crown corporations to improve the accountability and efficiency of the processes for the creation and management of information.

The primary tool used in identifying and defining records and in determining how long each type of record must be retained to meet administrative, fiscal and legal requirements is the records retention and disposal schedule. The schedule integrates a record classification system and retention and disposal procedure into one process. The result promotes greater accountability for information as required under Freedom of Information and Protection of Privacy legislation. At the same time, it ensures greater efficiency and economy which is so important to the overall government strategy of reducing administrative costs.

In 1993 the Legislative Assembly approved the Saskatchewan Administrative Records System (SARS) which provides an authority for the classification, retention and disposal of administrative records common to all government institutions. A section relating to the classification and disposition of electronic information systems and technology was added three years later. During the reporting period, Saskatchewan Archives staff continued to introduce SARS and provide civil servants in a number of government departments and crown corporations with ongoing training. Work also continued on the development of Operational Records Systems (ORS), an authority covering the classification and disposition of records unique to individual government institutions. This past year staff assisted in the development of schedules for various sections of the following departments: Justice, Environment, Government Relations and Aboriginal Affairs, and Learning.

In addition to developing and implementing records systems, staff reviewed records disposal requests to determine eligibility for destruction or transfer to the Archives. In 2001/2002, 636 disposal requests were reviewed by Government Records Branch staff. In total, 3,010 linear metres of records were authorized for destruction.

Government Records Branch archivists consult with and advise government employees on a wide range of records management issues. In response to a growing demand for information relating to the classification and disposition of government records, staff held more than 150 training sessions in over 80 branches of government institutions. Staff also planned a series of workshops on records management issues for the fall of 2002.

In 2001/2002 staff continued to work on the revision of SARS. The revision is a complex process involving extensive research, consultation, surveys and studies of various records management issues as well as administrative processes followed in government. A user survey was prepared and distributed asking for client feedback on the SARS format, frequency of use and possible improvements to the system. An interdepartmental committee was then established to explore the issues raised by the survey. As a result of these consultations, a number of changes were made to SARS. Some of these changes were incorporated into the operational classification and records retention systems developed in the past fiscal year. The SARS revision process should be completed by the end of 2002/2003.

From creation to disposal, the entire records scheduling and appraisal process ensures that records which have continuing value are retained and that records, which no longer possess administrative, legal or fiscal value, are destroyed. As a result, the Saskatchewan Archives saved the Government of Saskatchewan thousands of dollars in storage costs while at the same time maintaining accountability for information.

Collection Development and Management

During the period under review the following significant acquisitions of public and private records were transferred or donated to the Saskatchewan Archives:

- Department of the Environment. Environmental Impact Studies, 1972-1982. The studies relate to various proposed and actual projects within Saskatchewan and their possible impact on the surrounding area;
- Department of Justice, Court of Appeal, 1967-1974. Records consist of Criminal and Civil appeal files, Criminal and Civil docket books, and Civil minute books;
- Saskatchewan Human Rights Commission. Employment Equity files, 1982-1984. Records relating to various government institutions participating in the Affirmative Action program;
- Saskatchewan Transportation Company. Files of the General Manager and President dating from the Corporation's creation, 1946-1993;
- R.H. Cook. Business records and project drawings pertaining to the work of this Regina engineer, 1950's-1980's;
- Morris Predinchuk/Morris Studio. 18,300 photographic negatives and prints of the Morris Studios which operated in Moosomin and Esterhazy and in western Manitoba, 1954-2000;
- Effie (Laurie) Storer. Photographic scrapbooks relating to the Laurie and Storer family, friends and associates, Battleford and district, First Nations, and military, ca. 1880-1940;
- George and Tillie Taylor. Personal and professional records relating to George's career as a labour lawyer, political activist and Saskatoon alderman, and Tillie's career as a lawyer, magistrate and founder of the Saskatchewan Human Rights Commission, ca. 1915-2000;
- Working for Women of Saskatoon Inc. Organizational records of Working for Women of Saskatoon and its predecessor, the Women Alone Society, which offers services and programs to women to help them achieve economic and personal independence, 1980-2001.

Developing an Institutional Acquisition Strategy

During the year 2000, senior management and chief archivists had developed a draft acquisition policy to regulate collecting activity. From this policy will flow appraisal criteria for

public and private records in all media. Once completed, the acquisition policy and appraisal criteria will constitute the acquisition strategy for the Saskatchewan Archives.

Preliminary appraisal criteria for acquiring records from private sources were prepared and approved by the board in August 2001. The criteria will provide guidance to staff in selecting documentation for the permanent collection.

Standardizing Donor Agreements

Significant divergences in the language used to negotiate written agreements with private donors have developed over the years. There have also been great variances in the conditions under which such materials have been accepted. Consequently, a thorough review of agreements was undertaken and a legal opinion was sought on standardization of language and conditions of donation. Work on this review process continues in the hope that a recommendation can be made to the Provincial Archivist in the next fiscal year.

Preservation Management and Accommodation

Efforts continued during the year to improve the Saskatchewan Archives' records storage facilities and ensure the long-term preservation management and security of the archival collection. This process included continuing endeavours to upgrade the records storage areas in both Regina and Saskatoon in keeping with the strategic plan. It also encompassed preservation management or conservation activities directed at re-formatting or re-housing particular archival collections.

Preserving Archival Records

The archival records Backlog Project which became operational over the course of the fiscal year undertook a number of significant preservation management and conservation initiatives designed to assist the long-term protection and preservation of the records which it processed. These activities included:

- Selective re-housing into new acid-free file folders of a portion of the nearly 250 linear metres of textual records handled during the year;
- Placement of nearly 100,000 photographs into chemically neutral polypropylene sleeves;
- Preservation copying of a substantial number of audio tapes to CD format;

- Identification of a quantity of textual records for future preservation microfilming; and,
- Re-housing 98 reels of film into archival quality storage containers.

Project staff, additionally, carried-out conservation assessments of over 35,000 sheets of architectural drawings, ensured that the rolled architectural material was re-rolled for proper storage and repaired or created Mylar encapsulations for a number of the most severely damaged items.

Microfilming Saskatchewan's Newspapers

The Saskatchewan Archives operates a microfilm unit in Regina. Its principal roles are to maintain the institution's substantial microfilm holdings, carry-out an active program of microfilming Saskatchewan's weekly newspapers and complete the preservation microfilming of selected archival holdings. The unit also oversees the duplication and acquisition of other microfilm materials.

Due to the requirements of the new federal *Copyright Act* the Saskatchewan Archives, in cooperation with the Saskatchewan Weekly Newspapers Association, contacted all newspaper publishers in the province before the end of the year 2000 with regard to signing a standard agreement to formalize microfilming of their issues on an annual basis. Approximately three-quarters have now entered into such agreements. Where there is no agreement with the publisher, newspapers published after December 31, 2000, are no longer microfilmed by the Saskatchewan Archives.

Over the course of the fiscal year the in-house preservation microfilming of *the Prince Albert Daily Herald* was completed, providing a microfilm record of that newspaper from 1916 to the present. Preservation microfilming of the Archives' holdings of the *Moose Jaw Times Herald*, a newspaper dating back to 1893, was commenced.

The National Library of Canada continued to purchase duplicates of almost all microfilmed weekly newspapers produced by the Saskatchewan Archives. Several local libraries also purchased microfilm copies of weekly newspapers. The revenue from these sales helped to offset the costs of the microfilm program.

Comparative Microfilm Statistics

	2000/01	2001/02
Microfilms produced for acquisition purposes		
• Newspapers	105 reels	137 reels
• Government records	0	0
• Records from private sources	30	0
Microfilm purchased/acquired for the Permanent Archives Collection		
• Newspapers	64 reels	76 reels
• Government records	0	0
• Records from private sources	0	0
Microfilm produced/duplicated for in-house conservation		
• Newspapers	8 reels	48 reels
• Government records	79	0
• Records from private sources	2	0
Microfilm duplicated for outside agencies and individuals		
• Newspapers	138 reels	164 reels
• Government records	0	0
• Records from private sources	2	14

Records Storage, Environment and Security

In its strategic plan, the board endorsed a number of general accommodation objectives for the Saskatchewan Archives. They are as follows:

- To obtain sufficient space for the Saskatchewan Archives collections and operations for the present and future growth;
- To obtain accommodation which will provide safe and secure storage for collections, including the provision of appropriate environmental conditions and controls;
- To obtain accommodation which will provide the Saskatchewan Archives with improved visibility and which will allow the public access to the holdings of the Archives;
- To obtain accommodation which will improve the efficiency and effectiveness of operations, including consolidation of staff to the minimum number of locations possible.

Using these objectives as a guide, board and management during 2001/2002 continued to explore options for addressing future accommodation needs in both cities.

Regina: While security and space conditions have been met at the Maxwell Crescent site, the environmental conditions do not meet the approved accommodation objectives. Having been authorized by the Board to explore short term space requirements in Regina, the Provincial Archivist in conjunction with Saskatchewan Property Management Corporation financed a feasibility study of two existing buildings. Both structures have the potential to house archival material in a controlled environment and accommodate necessary work areas.

Saskatoon: The independent consultant made specific recommendations about the future of the Saskatoon office and archival service delivery in that city. In its strategic plan, the board committed itself to delivering a high level of service in Saskatoon while, at the same time, maximizing efficient use of resources available there.

Having reviewed several options, the board decided that an archival centre would best satisfy these requirements. Under this concept, several partners would share the cost of developing and maintaining the facility. The archival centre would accommodate the Saskatoon Office of the Saskatchewan Archives along with a number of smaller archives under one roof. The new facility would improve visibility and access, the quantity and quality of storage space, and offer enhanced technical support and expertise for all participating partners. Through a number of archives developing and sharing a common facility, these challenges can be more readily met collectively than achieving them individually.

There is an expressed desire among stakeholders and the citizens of Saskatoon and the North that the Saskatchewan Archives maintain a strong presence there. During the past year, the Chair and management met with a number of potential partners to discuss the proposal for an archival centre drawn up by the Saskatchewan Archives.

Archival Arrangement and Description

At the beginning of the budget year, the Government of Saskatchewan provided $1,000,000 in increased funding to the Saskatchewan Archives. The additional funds in each of the next six years were to be used to reduce the extensive backlog of unprocessed records. Reducing the backlog would involve the arrangement and description of archival records, creation of a database of archival holdings and the posting of new finding aids on the Saskatchewan Archives website and the Canadian/Saskatchewan Archival Information Network. To a significant degree the activities of the Saskatchewan Archives over the past year were driven by projects with a high institutional priority – the establishment of the Backlog Project and the implementation of descriptive standards.

Reducing the Records Processing Backlog

To address what the independent consultants described as the most urgent operational issue facing the Saskatchewan Archives consumed significant amounts of staff time during 2001/2002. Management and staff from core program areas were asked to participate in or contribute towards the development and launch of the Project which meant that regular work was disrupted or simply did not get done. Linda Putz, Chief Archivist, Private Records, Maps and Architectural Drawings was appointed Project Manager in August 2001 with the Director of the Government Records Branch, Don Herperger, assuming overall responsibility. In setting up the project, position descriptions had to be written, classified and advertised and staff had to be interviewed, hired and trained. In addition, worksites in Regina and Saskatoon had to be developed and equipment and supplies had to be purchased before the project could begin.

In staffing the Project, the Project Manager selected staff with varying levels of archival training and experience. The majority have been hired from within the province, but some came from other provinces to return home or to make Saskatchewan their new home. Some permanent staff from core program areas moved over to temporary positions within the project. Most came from outside the Saskatchewan Archives having graduated from an archival training course or having been employed in archives elsewhere. Getting people from different backgrounds and levels of training and experience to work together in a short period of time was a daunting task, but the results testify to that teamwork.

The Backlog Project became operational in mid-November 2001. A photographic unit of five staff is employed in Saskatoon and four media units (two textual records units, one graphic materials unit and one sound and moving image unit) consisting of sixteen staff are located in Regina. Headed by the Project Manager, the team is focusing its attention solely on the labour intensive task of arranging and describing the backlog. The large accumulation of records was acquired from government departments, minister's offices, private organizations and individuals. Most of them were transferred or donated to the Saskatchewan Archives during the past two decades, but the resources to process them were not provided to the Archives.

The establishment of the Backlog Project coincided with the introduction of new descriptive standards called Rules for Archival Description (RAD) created at the national level. Rather than the traditional accession-based method for arranging and describing records, the focus of each new processing assignment became an examination of the fonds/series level of description. The application of RAD across the institution will eventually lead to all archival holdings being uniformly described. The new descriptive entries will form part of the Saskatchewan Archives' contribution to the Canadian/Saskatchewan Archival Information Network which is being developed at the national and provincial levels. More detailed descriptions and finding aids will be placed on the Saskatchewan Archives' website.

Assignments

The following eighteen fonds/series were project assignments in the 2001/2002 fiscal year:

Axel C. Petersen fonds (photographs only)
Claybank Brick Plant fonds*
Complaint Files series, Saskatchewan Human Rights Commission*
D. Grant Devine fonds*
E.B. Shillington fonds (textual only)
Gordon Ryan Arnott fonds*
Grant Files series, Lands Branch, Department of Agriculture (textual only)
Herbert F. Robbins fonds (architectural drawings)
Homestead Fiats series, Lands Branch, Department of Agriculture & Food (textual only) Laird Rural Municipality No. 404 (textual only)
Lumby Productions fonds*
McCraney Rural Municipality No. 282 (textual only)
Museums Association of Saskatchewan (textual only)
Robert Pringle fonds (textual only)
Robert W. Mitchell fonds*
Saskatchewan History and Folklore Society fonds*
Star-Phoenix fonds (photographs and news clippings only)
Vocational Rehabilitation of Disabled Persons Applications series, Department of Education, Training & Employment (textual only)

*Multi-media fonds

Additional items were processed from the following government departments. These were not yet fully identified as belonging to a particular series at year end and may be items linked to earlier accruals described under the old system:

Department of Natural Resources, Communications Services Branch (video tapes)
Department of Co-operation and Co-operative Development (audio tapes)
Department of Economic Development & Trade (audio tapes)
Department of Education, Research & Evaluation Branch (audio tapes)
Department of Tourism, Small Business and Cooperatives (audio tapes)

Records Processed: (By Media)

- **Textual Records:**

Government records series arranged and described	50.25	metres
Private records* fonds arranged and described	148.20	metres
Additional private records – arranged only	40.50	metres
Total records arranged and described	238.95	metres

*Includes ministerial and premiers' records

- **Photographic Records:**

1. **Saskatoon Office:** Star-Phoenix fonds (Photographs & Negatives)

[Note: The unit in this office is undertaking a single project as a long-term assignment. The expected completion date is October 2002.]

Files* numbered	8,449	
Files re-sleeved	6,328	
Files described	5,113	records
Items numbered	127,024	photos
Items re-sleeved	99,451	photos
Items described	76,617	photos
Research for fonds description	Completed	

Note: *The 'files' referred to are the envelopes, filed by date, containing negative(s) taken of a particular subject or event for the Star-Phoenix. The photographs are described at this file level. Each file holds an average of 15 items.

2. **Regina Office:** Photographs from multi-media fonds

Items arranged and described	214	photos

- **Architectural Drawings:**

Description completed	1,035	sets (35,337 sheets)
Estimated duplicates removed*	21,257	sheets

*Duplicates are compared for information and quality. If determined to be originals, they replace the other copy in the fonds, or are identified for removal and disposition.

- **Audio tapes:**

Items identified, labelled and described	289	audio tapes
Items copied to CDs for preservation	274	CDs
Extent described	192	hrs. 25 mins.

- **Video tapes:**

Items described	61	video tapes
Extent described	38	hrs. 36 mins.

- **Film:**

Items described	98	reels
Extent described	4	hrs. 50 mins.

Implementing Descriptive Standards

In its strategic plan, the Saskatchewan Archives set a goal to make all archival holdings accessible through uniform description. The Provincial Archivist asked the Director of the Historical Records Branch, D'Arcy Hande, to oversee responsibility for this major initiative. During the past twelve months substantial progress has been made towards achieving this goal. Progress has been made possible by a combination of shifting existing internal budget and staff resources, using special provincial funding provided for the Backlog Project and securing outside financial assistance from the Canadian Council of Archives (CCA) through its Canadian Archival Information Network funding stream.

More specifically, in late March 2001 the Saskatchewan Archives contracted Carmen Carroll & Associates to develop an implementation strategy for descriptive standards based on the unique circumstances of this institution. The consultant later conducted a one-day workshop for staff in May designed to teach them about the direct relationship between arrangement and description practices.

Recommendations from the consultant provided sufficient content and direction for the Provincial Archivist to appoint a Descriptive Standards Committee in April. The Committee, consisting initially of the Chief Archivists, was asked to consider the recommendations in the consultant's reports and to develop the detailed and best practices required to implement standardized descriptions across the institution. In subsequent months a list of Guiding Principles, upon which the required policy and practices would be based, was studied and recommended to executive management. A formal structure was approved to facilitate broad consultation and involvement of Archives staff in the process. This approval was followed by the appointment of several sub-committees to study and recommend specific aspects of descriptive standards development.

As well, the summer and fall months were spent developing a formal position description and classification for a Descriptive Standards Officer. Because of the specialized expertise required in the position, recruitment was a major challenge. In December 2001, Dan Davies, from the Archival Studies Program at the University of Manitoba, was appointed Descriptive Standards Officer and an intensified effort towards development of the framework for descriptive standards ensued.

In January 2002 the Descriptive Standards Officer undertook the direction of a pilot project to develop entries at the highest (fonds) level of description for posting on the Canadian/Saskatchewan Archival Information Network. This initiative will provide a practical demonstration of where detailed policy, procedure and best practices will need further definition. It will also offer valuable information to staff in developing more detailed standardized descriptions of archival holdings for placement on the website. To move the pilot project along and to achieve results quickly, two current staff members have been re-assigned on a part-time basis to assist with the project. Using CCA funding, an archival assistant has also been hired to extract information from existing finding aids and to develop further entries for placement on the Information Network. As the work of the Descriptive Standards Committee and the Descriptive Standards Officer comes together, it is anticipated that many more descriptive entries relating to Saskatchewan Archives holdings will become electronically accessible over the Internet.

Reference Service and Outreach

The Saskatchewan Archives collection continues to be a popular resource for researchers, whether they are family and local historians, university scholars, or publishers and broadcasters.

Archival staff in both Regina and Saskatoon continued to speak at a number of public events, host orientation and familiarization tours of our facilities and to prepare and exhibit public archival displays during the year.

In Regina a display focusing on Walter Scott, John Diefenbaker and T.C. Douglas was prepared for exhibition at the Saskatchewan Legislature in June while other displays were presented during the Buffalo Days Exhibition in July and at two Saskatchewan Genealogical Society events in the autumn. Tour groups included students from the Gabriel Dumont Institute's SUNTEP Program, the staff of the Saskatchewan Legislative Library, a professor and 15 students from the Saskatchewan Indian Federated College, school groups from Limerick and Holdfast, a number of university classes and a variety of other public and private entities. The Chief Archivist, Reference and Special Media, spoke at a number of conferences and events during the year, including a presentation at the annual conference of the Saskatchewan History and Folklore Society.

In the Saskatoon Office a display entitled "100 Years of Sport in Saskatchewan" was prepared and exhibited. Staff members also made presentations and conducted several tours for Native Studies groups from the University of Saskatchewan.

Accessing Restricted Records

With respect to accessing information in restricted public records, the number of applications declined from 26 in 2000/2001 to 16 during 2001/2002. At the same time, the level of complexity and the number of files to be reviewed per request increased. Access to restricted public records is governed by *The Freedom of Information and Protection of Privacy Act*. In handling such requests the archivist must balance the public right to know with that of the privacy of the individual. Access requests often go beyond the application of legislation as the Provincial Archivist also has the right under the Act to release personal information if he determines that it would not be an unreasonable invasion of privacy.

Procedurally, the restricted records to be consulted must be reviewed by the archivist on a page by page basis to ensure that legislative compliance and the provisions of written agreements are observed. This work is both time consuming and complicated. The increasing complexity of access issues and the growing volume of records reviewed per application have led to more staff time being devoted to this work, some of which involves litigation.

Launching the Saskatchewan Archives website (www.saskarchives.com)

A major outreach initiative in the past fiscal year was the launch of the Saskatchewan Archives website in April 2001. As the statistics testify, the website offers a very effective and efficient way of communicating with the public and government departments which use the resources or advisory services of the Saskatchewan Archives on a regular basis. The website is a "work in progress" which will grow and change as the institution moves forward. Plans for the future include the posting of descriptive entries and more detailed finding aids on the site.

Patron Use of Reference Services

	Regina		*Saskatoon*		*Total*	
	2000/01	**2001/02**	**2000/01**	**2001/02**	**2000/01**	**2001/02**
Personal visits	3,243	3,500	1,616	1,277	4,859	4,777*
Written enquiries (mail, fax & e-mail)	1,231	1,216	1,183	1,179	2,414	2,395
Telephone enquiries	1,935	1,738	575	518	2,510	2,256
Interlibrary loans of microfilm	111	67	41	31	152	98
Tours/presentations (# of participants)	230	224	115	93	345	317
TOTAL VISITS/CONTACTS	6,750	6,745	3,530	3,098	10,280	9,843

** General public, 71%; University, 26%; Saskatchewan Government, 3%*

Documents retrieved for research (no. of containers/items)	26,668	28,602	9,496	9,386	36,164	37,988
Items reproduced for research	30,036	25,739	24,861	22,321	54,897	48,059

Website Statistics

Time Period	Total Hits	Pages Viewed	Total Estimated Users
Apr-Jun 2001	120,023	18,258	2,838
Jul-Sep 2001	164,757	21,798	4,240
Oct-Dec 2001	215,058	28,812	6,015
Jan-Mar 2002	293,334	36,604	8,421

These numbers show a steady growth in quarterly usage following the launch of the website in April 2001. Quarterly website reports indicate that more than two-thirds of the site's identified user traffic originated in Canada while approximately one-third was from Saskatchewan. A further 20 per cent of the Canadian traffic came from Alberta and British Columbia. The largest non-Canadian usage originated in the United States although the site was accessed by numerous users from many parts of Europe, Asia and the rest of the world. These statistics demonstrate that the website was a very useful tool for promoting the institution and its holdings to a wider research public.

Information Technology

The Information Technology Analyst located in Regina provided ongoing, front line support for Archives staff in both offices. These duties included configuring, deploying and upgrading work stations; IT inventory management; trouble-shooting hardware and software problems; research for and recommendations on the purchase of new hardware and software; basic training on software applications; and advising staff on database design and other technical issues. Backup services were provided through a contract with Advanced Data Systems, Saskatoon and Regina.

The highest priority in this fiscal year was to expand the Wide Area Network to include two additional Local Area Networks, one in Saskatoon and one in Regina, for the new Backlog Project work sites. This work, which required an upgrade in standard software (and in some cases hardware) for individual work stations across the institution, was completed in January 2002.

In May of 2001 the Director responsible for information technology attended a workshop in Toronto on "Aligning IT with Corporate Strategy." Upon his return, an IT Alignment Team was appointed with representation from across the Archives. This team conducted a questionnaire survey of all staff to assess their views of existing IT services. The results of the questionnaire will serve as the basis for more intensive discussions with key staff members and lead to a closer alignment of the IT program objectives with the strategic needs of the entire institution.

Saskatchewan History

This highly acclaimed journal offers its readership a variety of articles, reprints of documents and book reviews reflecting the most recent historical research and writing on provincial history. The journal first appeared in 1948 and has earned a reputation for excellence, receiving awards in 1962 from the American Association for State and Local History and in 1979 from the Canadian Historical Association.

Three issues of *Saskatchewan History* were printed in this reporting period in order to catch up to the journal's twice-yearly publication schedule. Publication of the Fall 2000 issue was delayed until July 2001 because of the resignation of the journal's editor, Dr. Georgina Taylor, in late 2000. A new editor, Dr. Sandra Flood, was appointed effective April 30, 2001. She edited two numbers of the publication, the Spring 2001 issue, published in September, and the Fall 2001 issue, published on schedule in October, before resigning the position because of other commitments. Her successor, Mr. Bruce Dawson, was appointed effective February 1, 2002.

The disruptions in the publication schedule during this period appears to have been detrimental to the subscription base for the journal as the numbers for paid circulation were down in every category from the previous year.

Some of the more notable articles published in the three issues were:

- "Gathering Gum from the Silver Pine: A Cree Woman's Dream and the Battle of Belly River Crossing" by David T. McNab (Fall 2000);
- "Probing the Pioneer Questionnaires: British Settlement in Saskatchewan, 1887-1914" by Marjory Harper (Fall 2000);
- "James Trow: Sizing Up Saskatchewan Country" by Victor Carl Friesen (Spring 2001);
- "The Politics of British Commonwealth Air Training Plan Base Selection in Saskatchewan" by Rachel Lea Heide (Fall 2001); and
- "'So Rich a Heritage': The Work of the Saskatoon Arts and Crafts Society, 1924-1956" by Sandra Flood (Fall 2001).

To produce a quality publication twice a year requires considerable dedication and effort by a number of volunteers and staff. We would especially like to recognize the following members of the *Saskatchewan History* Advisory Board, which oversees the journal's direction and operation:

Mr. George Hoffman, Retired history and social studies teacher, and Sessional Lecturer, History Department, University of Regina (Chair);

Prof. William Brennan, Department of History, University of Regina;

Prof. Keith Carlson, Department of History, University of Saskatchewan (from February 1, 2002);

Prof. Valerie Korinek, Department of History, University of Saskatchewan (to January 31, 2002);

Prof. Howard Leeson, Department of Political Science, University of Regina (from February 1, 2002);

Ms. Ruth Millar, Head, Local History Room, Saskatoon Public Library (from February 1, 2002);

Prof. Duff Spafford, Department of Political Studies, University of Saskatchewan (to January 31, 2002);

Mrs. Patricia Wagner, President, Saskatchewan History & Folklore Society;

Mr. Bruce Dawson, Editor (from February 1, 2002);

Dr. Sandra Flood, Editor (April 30-September 30, 2001);

Mr. D'Arcy Hande, General Manager;

Ms. Nadine Small, Administrative Officer; and

Mrs. Ilene Youchezin, Administrative Assistant.

Saskatchewan History Sales and Circulation

	As of March 2001	As of March 2002
Paid subscriptions		
General	303	263
Libraries	175	120
Schools	41	18
Gifts	36	24
TOTAL	555	425
Exchange & complimentary	52	56
Distributed to staff, authors, reviewers, the editor, and bookstores (on consignment)	145	91
TOTAL CIRCULATION	752	572

SASKATCHEWAN ARCHIVES BOARD

AUDITED FINANCIAL STATEMENTS

For the Year Ended March 31, 2002

AUDITOR'S REPORT

To the Members of the Legislative Assembly of Saskatchewan

I have audited the statement of financial position of the Saskatchewan Archives Board as at March 31, 2002 and the statements of revenue and expenditures and net financial assets, and cash flows for the year then ended. The Board's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Saskatchewan Archives Board as at March 31, 2002 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Fred Wendel, CMA, CA
Provincial Auditor

Regina, Saskatchewan
July 25, 2002

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF FINANCIAL POSITION
As as March 31

	2002	2001
Financial assets:		
Due from the University of Saskatchewan (note 4)	$ 497,640	$ 276,858
Accounts receivable	3,433	2,701
Prepaid expenses	7,725	15,273
	508,798	294,832
Investments (Note 4 and 5)	69,831	68,983
	578,629	363,815
Liabilities:		
Accounts payable	200,645	68,467
Accrued vacation pay	63,175	44,247
Deferred revenue	-	22,372
	263,820	135,086
Net financial assets (Statement 2)	$ 314,809	$ 228,729
Investment in tangible capital assets (Note 3)	$ 251,899	$ 155,317

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF REVENUE AND EXPENDITURES AND NET FINANCIAL ASSETS
For the year Ended March 31

	Budget 2002 (Note 9)	Actual 2002	Actual 2001
Revenue:			
Grants - General Revenue Fund	$ 2,616,000	$ 3,267,000	$ 2,600,000
- Other	-	50,944	35,411
	2,616,000	3,317,944	2,635,411
Services	142,201	101,605	139,638
Photocopy sales	43,000	39,029	43,708
Magazine sales	14,000	15,665	1,614
Investment income	2,900	3,748	6,022
Miscellaneous	2,000	2,020	6,709
	2,820,101	3,480,011	2,833,102
Expenditures:			
Salaries and benefits	1,946,607	2,300,646	1,819,843
Administrative services	759,294	797,700	701,178
Printing and postage	41,350	36,530	32,638
Tangible capital assets	43,250	176,665	60,114
Materials & supplies	29,600	82,390	39,052
	2,820,101	3,393,931	2,652,825
Surplus for the year	$ -	86,080	180,277
Net financial assets, beginning of year		228,729	48,452
Net financial assets, end of year		$ 314,809	$ 228,729

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF CASH FLOWS
For the Year Ended March 31

	2002	2001
Cash flows from operating activities:		
Surplus for the year	$ 86,080	$ 180,277
Change in net financial assets:		
(Increase) decrease in grant receivable	(732)	316,082
(Increase) decrease in prepaid expenses	7,548	(4,737)
Increase (decrease) in accrued vacation pay	18,928	(47,431)
Increase (decrease) in accounts payable	132,178	(30,696)
Increase (decrease) in deferred revenue	(22,372)	(4,525)
	221,630	408,970
Cash flows from investing activities		
Net increase in investments	(848)	(3,029)
Net increase in Due from University of Saskatchewan	220,782	405,941
Due from/(to) the University of Saskatchewan, beginning of year	276,858	(129,083)
Due from the University of Saskatchewan, end of year	$ 497,640	$ 276,858

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2002

1. Authority

The Saskatchewan Archives Board was established under the authority of *The Archives Act* for the purpose of acquiring and preserving historical documents relating to the history of Saskatchewan and providing these documents to the public for research purposes.

2. Accounting Policies

The financial statements are prepared using Canadian generally accepted accounting principles. The following accounting policies are significant.

a) Tangible Capital Assets

Tangible capital assets are charged to expenditure when purchased rather than when consumed. For accountability purposes, these assets are also recorded separately as an investment in tangible capital assets. The unconsumed cost of the physical assets is the cost of the tangible capital assets less amortization provided over the estimated useful life of the assets on a straight-line basis as follows:

Computer hardware	3 years
Computer software	3 years
Equipment	5 years
Furniture	5 - 20 years

This amortization procedure does not impact the statement of revenues and expenditures.

The Board has placed a nil value on the permanent collection of archival materials for financial statement purposes.

The cost of materials used to preserve the archival collection is included in expenditures.

b) Expenditures

Expenditures are recorded on the accrual basis and include the costs of tangible capital assets acquired during the year.

c) Investments

Investments are comprised of units in a pooled fund held by the University of Saskatchewan.Units in the pooled fund are valued at market and any increase/decrease in the value of the fund is accounted for in the statement of revenue and expenditures and net financial assets as investment income.

3. Tangible Capital Assets

	2002			2001
	Office Furniture & Equipment	Computer Hardware & Software	Total	Total
Cost, beginning of year	$426,679	$298,754	$725,433	$673,077
Additions	100,159	76,506	176,665	60,114
Disposals	(3,195)	(5,897)	(9,092)	(7,758)
Cost, end of year	523,643	369,363	893,006	725,433
Accumulated amortization, beginning of year	303,762	266,354	570,116	519,878
Amortization in year	33,207	47,045	80,252	57,827
Disposals	(3,364)	(5,897)	(9,261)	(7,589)
Accumulated amortization, end of year	333,605	307,502	641,107	570,116
Net book value of tangible capital assets	$190,038	$61,861	$251,899	$155,317

4. Due from University of Saskatchewan

The University administers cash and investments on behalf of the Board. The University pays the Board only for the money related to investments. The Saskatchewan Archives Board is not charged for interest on overdraft.

5. Evelyn Eager Estate Fund

In July 1992, the Saskatchewan Archives Board received a bequest of $40,000. It received an additional $7,371 in September 1994. The $47,371 is restricted indefinitely with the interest earned applied to the costs of publishing the Saskatchewan History magazine. The Board has the discretion to use the income for other purposes if the Board ceases publication of the magazine.

6. Related Party Transactions

These financial statements include transactions with related parties. The Board is related to all Saskatchewan Crown agencies such as departments, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the Board is related to non-Crown enterprises that the Government jointly controls or significantly influences.

Administrative services are provided at a nominal charge to the Board by the University of Saskatchewan and the University of Regina.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. Included in administrative services are amounts paid to the Saskatchewan Property Management Corporation for office space the Board leases in Regina. Lease payments were $581,266 in 2002 (2001 - $517,761).

In addition, the Board pays Provincial Sales Tax to the Saskatchewan Department of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

Other transactions with related parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

7. Pension Plan

Substantially all of the Board's employees participate in the Public Employees Pension Plan (a related party) which is a defined contribution plan. The Board's financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense for the year of $113,173 (2001 - $90,534).

8. Financial Instruments

The Board's financial instruments include due from the University of Saskatchewan, accounts receivable, investments, accrued vacation pay and accounts payable. The carrying amount of these instruments approximate fair value due to their immediate or short-term maturity. These instruments do not have significant interest or credit risk.

9. Budget

These amounts are included in the annual budget approved by the Saskatchewan Archives Board.

10. Comparative Figures

Certain comparative figures have been reclassified to conform with the current year's presentation.

Additional Supplementary Information

2001/2002
PERSONAL SERVICES

Listed are individuals (excluding unionized employees) who received payments for salaries, wages and honorariums, etc. which total $2,500 or more.

Powell, Trevor J.D.	$ 81,483
Hande, D'Arcy K.	$ 71,154
Herperger, Don	$ 76,570
Flood, Sandra	$ 5,251
Unionized employees	$1,678,549

2001/2002
SUPPLIER PAYMENTS

Listed are payees who received $20,000 or more for the provision of goods and services, including office supplies, advertising, contracts, and equipment.

Saskatchewan Property Management Corporation	$ 687,780
Saskatchewan Telephone	$ 34,745
Netlink Computers	$ 69,932
Advanced DataSystems	$ 21,266
Carr McLean	$ 34,318
Payees under $20,000	$ 245,243